

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

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Dan Trif, Acting Management Officer

**ANNOUNCEMENT NUMBER: 2015-003**

Open to: ALL INTERESTED CANDIDATES/ALL SOURCES

Position: **TWO (2) SUPPLY CLERKS (ISSUING & RECEIVING)  
FSN-5\*, FP-9\***

Opening Date: February 02, 2015

Closing Date: February 16, 2015

Work Hours: Full-time; 40 hours/week

Salary \*Ordinary Resident Person: See Definitions  
**LCP- FG 43,602,726 p.a.**  
(Position Grade: FSN-5)

\*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM"  
CANDIDATE, PLEASE CONTACT HR FOR ADDITIONAL  
INFORMATION ON COMPENSATION

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST  
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE  
ELIGIBLE FOR CONSIDERATION.

**Only complete application:** filled DS-174 + documentation (Education and  
Work including start and end dates, certificates, trainings, awards, driver's  
license) that address the qualification requirements of the position will be  
**considered for screening.**

**APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN  
ENTRANCE OR BE SENT TO: [ConakryHR@state.gov](mailto:ConakryHR@state.gov).**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

**CONTACT THE HUMAN RESOURCES OFFICE AT EXT. 4298/4178 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.**

**PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

The U.S. Embassy in Conakry is seeking individuals for the positions of Supply Clerks in the Mission's General Services Office.

### **Major Duties and Responsibilities:**

- Incumbent serves as a clerk within the Supply section issuing or receiving expendable supplies to customers.
- Posts expendable supply receipts and requests forms in computerized stock control system.
- Monitors stock levels and notifies supervisor when stock needs to be replenished.
- Assist the NEPA Clerk, Fuel clerks and the Warehouse staff when needed.
- Assist with the maintenance and up-to-dating of the expendable supply catalogue.

### **Qualifications Required:**

- Completion of secondary school is required.
- Two years' experience in related work such as supply, inventory, procurement, delivery operations or warehouse.
- Level III English (good working knowledge) speaking/reading/writing is required.
- Must have a general knowledge of large organizations and industries supply procedures.
- Must have computer knowledge, including the use of database programs.
- Must be familiar with locations of all diplomatic missions, government office buildings and employees residences.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim

conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

**5. Any other documentation** (e.g., essays, certificates, awards) that **addresses the qualification requirements of the position as listed above.**

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Management Officer  
P.O. Box 603  
Transversale N0.2  
Centre Administratif de Koloma  
Commune de Ratoma  
Conakry, République de Guinée

## **POINT OF CONTACT**

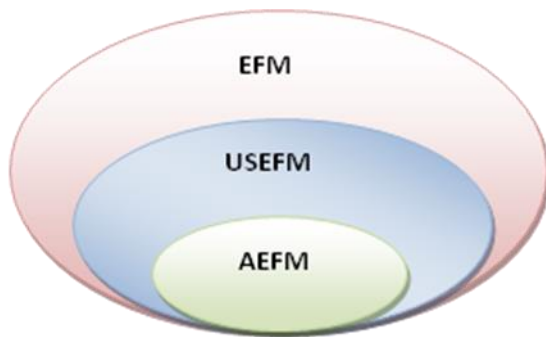
Receptionist  
Telephone: 224 - 655 10 40 00  
FAX: 224 -655 10 42 97

## ***CLOSING DATE FOR THIS POSITION: FEBUARY 16, 2015***

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## ***Appendix A*** ***DEFINITIONS***



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).